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Office Memorandum • UNITED STATES GOVERNMENT

TO

Classification and Wage Division

DATE: 13 October 1952

FROM

Office of Communications, Administrative Staff

SUBJECT:

Position Reallocation

1. The Office of Communications requests that Position # V-20, Secretary-Steno GS-5, Policy and Planning Staff, Office of the Assistant Director be reviewed and reallocated to Administrative Assistant, GS-7.

2. This request is predicated upon the fact that the present duties and responsibilities of the position fall under the category of Administrative Assistant.



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Chief, Personnel Branch

ATTACHMENT:

Job Description

OC-A/WH: jc (10/13/52)

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